



City of Madison

City of Madison
Madison, WI 53703
www.cityofmadison.com

Meeting Minutes - Approved WATER UTILITY BOARD

Tuesday, November 24, 2015

4:30 PM

119 E. Olin Ave.

CALL TO ORDER / ROLL CALL

Madeline Gotkowitz called the meeting to order at 4:37 pm.

Present: 6 - Patrick E. Delmore; Lauren Cnare; Madeline B. Gotkowitz; Doug Voegeli;
Bruce Mayer and David Ahrens

Excused: 2 - Sheri Carter and Jon C. Evans

APPROVAL OF MINUTES

A motion was made by Mayer, seconded by Cnare, to Approve the Minutes.
The motion passed by voice vote/other.

PUBLIC COMMENT

There were no registrants.

DISCLOSURES AND RECUSALS

There were none.

NEW BUSINESS

1. [39984](#) Authorizing the acceptance of a Public Water Main Easement from Capitol West Towne LLC for an existing water main facility located at 7333 West Towne Way.

Attachments: [10873 Exhibit A.pdf](#)
[10873 Exhibit B.pdf](#)

A motion was made by Ahrens, seconded by Mayer, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by unanimous voice vote.

2. [40179](#) Authorizing the execution of an Underground Electric Line Easement to Madison Gas and Electric Company, across a portion of the City Water Utility Well #30 property, located at 1133 Moorland Road.

Attachments: [10778 Exhibit A.pdf](#)

A motion was made by Ahrens, seconded by Mayer, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by unanimous voice vote.

3. [40541](#) Authorizing the execution of an Underground Electric Line Easement to Madison Gas and Electric Company, across a portion of the City Water Utility Operations Center property, located at 110 South Paterson Street.

Attachments: [10882 Exhibit A.pdf](#)

A motion was made by Ahrens, seconded by Mayer, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by unanimous voice vote.

ELECTION OF OFFICERS

Patrick Delmore was elected Secretary by unanimous voice vote.

Bruce Mayer was elected Vice President by unanimous voice vote.

Madeline Gotkowitz was elected President by unanimous voice vote.

BOARD POLICY REVIEW

Jon Evans arrived at 4:40 p.m.

Present: 7 - Patrick E. Delmore; Lauren Cnare; Madeline B. Gotkowitz; Jon C. Evans; Doug Voegeli; Bruce Mayer and David Ahrens

Excused: 1 - Sheri Carter

4. [40220](#) Reviewing and updating board process policies.

Attachments: [Board Process Policies 9-2015.pdf](#)
[Revisions to Board Process Policies 11-24-2015.pdf](#)

Following discussion, the board revised several of its Board Process policies (see attached). The "Linking with Ownership" policy was referred to the January meeting.

MONITORING REPORTS

5. [40574](#) Water Quality Report

Attachments: [O-2B Water Quality.20151027.pdf](#)

A motion was made by Ahrens, seconded by Mayer, to Approve. The motion passed by unanimous voice vote.

6. [40578](#) Financial Condition and Activities Report

Interim Financial Manager Robin Piper gave a verbal report to the board on the closing of open work orders and to resolve issues with the new MUNIS software. They are also working with Human Resources to hire an hourly for additional help in the Finance section.

General Manager Tom Heikkinen also provided an update on the financial model used for long-term planning.

7. [40913](#) Quality and Performance Improvement Report

Attachments: [EL-2I Quality and Performance Improvement 2015.pdf](#)

A motion was made by Cnare, seconded by Mayer, to Approve. The motion passed by unanimous voice vote.

INFORMATIONAL ITEMS

8. [22206](#) Notification of noncompliance with any Water Utility Board Policies.

There was none to report.

9. [24301](#) Items of general interest and update on any rate case in progress.

General Manager Tom Heikkinen provided an update to the board.

10. [28907](#) Report from the Committee on the Environment.

Pat Delmore gave an update to the board.

DISCUSSION ITEMS

12. [20013](#) Meeting Evaluation and Discussion

Attachments: [Board self-monitoring checklist.pdf](#)

Lauren Cnare led the meeting evaluation.

13. [14501](#) Introduction of Future Agenda Items.

Attachments: [Decision Tree.pdf](#)

Future agenda items include a future customer survey, and a board education session on the financial model/ long-term debt.

ADJOURNMENT

A motion was made by Delmore, seconded by Ahrens, to Adjourn at 6:13 pm.
The motion passed by unanimous voice vote.